



Request for City Council Committee Action from the Department of Human Resources

Date: November 15, 2012

To: Mayor R. T. Rybak and the Executive Committee

Referral to: Ways and Means Committee

Subject: New Appointed Classification: Police Commander 655 points/Grade 14 (\$99,300 - \$109,752)

Recommendation:

1. Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
 - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
 - (2) The person occupying the position will be part of the designated department head's management team.
 - (3) The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
 - (4) The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
 - (5) The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
2. Approve the proposed position: Police Commander; 655points/Grade 14
The position is FLSA - Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective November 26, 2012, as follows:

Step A	Step B	Step C	Step D
\$99,300	\$104,526	\$107,662	\$109,752

Approved by: _____

Timothy Giles
Acting Director, Human Resources

Paul Aasen
City Coordinator

Presenters in Committee: Pamela Nelms, Employee Services 673-3344

Financial Impact (Check those that apply)

- ☒ No financial impact (If checked, go directly to Background/Supporting Information).
- ☐ Action requires an appropriation increase to the Capital Budget or Operating Budget.
- ☐ Action provides increased revenue for appropriation increase.
- ☐ Action requires use of contingency or reserves.
- ☐ Business Plan: Action is within the plan. Action requires a change to plan.
- ☐ Other financial impact (Explain):
- ☐ Request provided to department's finance contact when provided to the Committee Coordinator.

Background/Supporting Information

Dear Mayor Rybak:

The Minneapolis Police Department (MPD) has made a decision to establish an additional level of appointed positions in the command ranks of the MPD. The proposed six positions will work at a high level managing the operations of a MPD Division or supervising special assignments involving command duties.

Specific Duties and Responsibilities include but are not limited to:

- Manage a command within the MPD consisting of functions such as homicide, child abuse, domestic assault, robbery, juvenile investigations, school resources officers, the strategic information center, and criminal and special investigations.
- Plan command operations to achieve department goals.
- Develop long-range plans and strategies and make decisions regarding resource allocations for the assigned command.
- Direct MPD personnel by making work assignments and setting goals and priorities.
- Review actions taken at a weekly meeting (CODEFOR) with police administration.
- Prepare, implement, monitor and review a comprehensive budget for personnel, equipment, operations, maintenance, training, and overtime for the command assigned.
- Serve as panel member or chair on (IAU/CRA cases), oversee internal investigations, and represent police administration at arbitration/mediation hearings.
- Respond to major incidents of serious officer injury, weapons discharge, natural disaster, catastrophic events, employee incarceration or incapacitation, significant crime scenes, etc.
- Serve as a member of the Chief's Executive Management Team.
- Represents the MPD and/or the Police Chief in lawsuit settlement conferences.
- Presents information and represents the MPD at citizen/community meetings on behalf of the Police Chief.
- Present information to elected officials as needed.

- Actively participates in labor relations including negotiating with applicable labor unions as a member of the City management bargaining team.
- Ensure compliance with guidelines/laws/regulations, regarding OSHA, Workers Comp, Labor Agreements, EEOC, etc.

Below is a summary of the study conducted to ensure proper evaluation of the positions. See attached classification report for a complete description and a more detailed discussion of the factor analysis.

Factor	Points	Analysis
Pre-requisite Knowledge	70	Requires a Bachelor's Degree in Public Administration, Criminal Justice or Law Enforcement or equivalent. The position will require ten years of progressively responsible law enforcement experience which includes supervisory or management experience.
Decisions and Actions	70	Work is of considerable variety and complexity, involving all phases of a major function, and frequently includes unusual problems. Performance has considerable influence on finances or delivery of services; errors or inadequacies would cause very serious and notable inconvenience, embarrassment or expense.
Supervisory Responsibility	45	The position will supervise between 66 and 85 full time employees.
Relationships Responsibility	70	Daily or weekly contact with the Police Chief, Deputy Chiefs, and Police Inspectors and other City staff including all ranks in MPD, elected officials and the City Attorney's office. It will frequently interact with the County Attorney's Office and the general public.
Working Conditions	40	The position will work out of an office setting but will have exposure to fieldwork where there will be possible exposure to danger.
Effort	65	The position as a Sworn Officer will entail physical activity related to police work, but the primary effort required will be mental effort in managing a significant portion of the MPD. There will daily decision making on important issues, monitoring and evaluation of personnel and programs, report writing, and related managerial duties. The position will deal with deadlines and pressure in overseeing the assigned command. It will be engaged in planning, coordinating, and prioritizing for the area supervised

Attached: Classification Report

Facts supporting the five criteria of Minneapolis Code of Ordinances, Section 20.1010 are listed at the end of the attached classification study.